VERSION 10 USER INSTRUCTIONS

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LOGGING ON TO CODA

To log into CODA, click on the CODA Switchboard icon on your desktop and enter the username and password as notified (ensuring that **Num Lock and Caps Lock lights on your keyboard are both on**).

Normally at this stage you would either click **OK** or press <**enter**> but for security reasons you should change the notified password now –

Click on the **Password** button and enter your own here.

NB passwords must be a minimum of 6 alpha and 2 numeric characters

Passwords must be changed every 30 days for which you will receive a reminder seven days in advance each time you log on to CODA. If you use the wrong password or username, after 5 attempts you will be locked out. At this stage email financesystems@dundee.ac.uk to have your password reset.

There should be a number of buttons on your CODA Switchboard, eg Browse Details, Browse Balances and Element Master - click only **ONCE** on these buttons to initiate the facility otherwise the system will open up multiple facilities (one for each time you click) and may make your PC crash.

To log out of CODA click:

File…Exit.

THINGS TO REMEMBER WHEN USING CODA

Within CODA there are two areas to which transactions are posted:

Intray – where most postings go initially until fully checked

Books – documents are posted here when fully checked, once here they cannot be modified.

Only documents posted to the **Books** show in **Browse Balances**

Browse Details will show postings to both **Books** and **Intray**

Therefore, there may be a difference between the two facilities on a balance. Also, until a year-end process has been run, brought forward balances for a current year will not show in Browse Balances.

For assistance, email financesystems@dundee.ac.uk

CODA Manual

CODA BROWSING QUERIES

Queries most commonly used (notified by departmental users)

Please add to these by sending an e-mail of your query to:

financesystems@dundee.ac.uk

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1. Has a particular purchase invoice been paid and when? (i.e. a query from a supplier)?

Before carrying out this search, you must have a note of the supplier's code – see No 3 below. Open **Browse Details**, make Selector, Browse Presenter and Explode Presenter all **BD-BOOKIES**, click **OK** and fill the Browse Details Selection box as follows:

	From	To
Element 2 Code	Supplier's code (Pxxx…)	leave blank
External Reference 1	Supplier's invoice number	leave blank
Doc Code	****PI****	leave blank

Click ***Search***.

In the column ***Pay Status*** the line will either show 'Paid' or 'Available', the column ***Date Paid*** will show the date on which it was paid (if applicable), column ***Pay Doc*** will show how it was paid (i.e. PAYCHQ for cheque payment or EDI for BACS payment) and column ***EDI/Chq No*** will show either the cheque number or BACS reference number. Take a note of the Pay Number and Date Paid in case you need to carry out the search 1a following.

1a. What was the total amount paid to the supplier by the University?

Take a note of the Pay Number and Date Paid from the previous search. In Browse Details, make Selector, Browse Presenter and Explode Presenter all **BD-PAYLIST**, click **OK** and fill the Browse Details Selection box as follows:

	From	To
Pay Number	as noted from previous search	leave blank
Date Paid	as noted from previous search	leave blank
Supplier's Code	Supplier's code (Pxxx…)	leave blank

Click ***Search***.

The next screen will show the total amount paid on the first line followed by the list of invoices making up that payment.

2. How to search on an amount

In **Browse Details,** make Selector **BD-VAL SRCH** and use the Browse Presenter and Explode Presenter of your choice and enter data as follows:

	From	To
Home Value	enter the amount - if it is a credit to your department precede it with a minus sign	leave blank
Document Code	enter relevant doc code as per list of doc codes or leave blank to see all documents posted to you department with the specified amount	leave blank
Element 2	Enter either your department level 2 or P* for supplier or D* for customer	leave blank
External Reference 1	optional	
Year/Period	narrow the search down by entering a range to search within	

Click *Search*.

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3. How to find a supplier's/customer's code

Go to Credit Desktop, if asked to 'Set Anchor Point', select Account Summary and check the Don't Ask Again box. In the Element Level field, enter *2*, <*tab*> once to Element Code and enter either *P** for a supplier or *D** for a customer. <*Tab*> once to Element Name and enter * followed by part of the name of the supplier/customer followed by * with no spaces (NB enter these details in upper case only). Press <*enter*> or click *Find*. A list of customer/supplier codes should appear in the Element Code column with corresponding names at the right hand side. To check you have the right code, click on it to highlight the whole line then click *OK*. If you are asked to enter Account Summary, click the drop down arrow and select either *PL* for suppliers, *COMSALES* for commercial customers or *SL* for students. The next screen should show details such as address etc. To carry out another search either click *File...Select* or click the *Select* icon:

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4. How much has been spent in a cost centre compared with budget?

Go to ***Browse Balances***, enter **ACTyyyy** (where yyyy is the current financial year) in Browse Balance Code field, enter **BROWSEALL** in the Selector Code field then check the first three of the eight boxes to the right of the Browse Balance Code so that a tick appears in each. Click *Search* and in Browse ***Selection*** enter the relevant level 2 code (ie your departmental code) in ***Element 2 From*** column and the cost centre number in the ***Element 3 From*** column (using the arrow keys on your keyboard to move between prompt fields is easier than using the mouse). Click *Search*.

If a budget has been assigned to this cost centre it will be on the first line of the search response. To view the overall total of expenditure against budget click on *View* at the top of the screen, then click on *Show Totals*, the totals will then appear on a bar across the bottom of the Browse Balance screen showing Actual, Commitments, Budget and Variance totals.

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5. Which sales invoices raised by my department are still unpaid?

Go to ***Browse Details***, make Selector, Browse Presenter and Explode Presenter all **BD-SLCOM,** click **OK** and fill the Browse Details Selection box as follows:

	From	To
Doc Code	SI*	leave blank
Pay Status	Available	leave blank
Element 2	D*	leave blank
External Reference 2	your 3 digit dept code followed by *	leave blank

Click ***Search***.

This shows all sales invoices on CODA raised by your department which have not yet been matched – a receipt for any of these amounts could be in the system but not yet matched against the sales invoice.

5a. Is there a receipt on the system for a particular sales invoice?

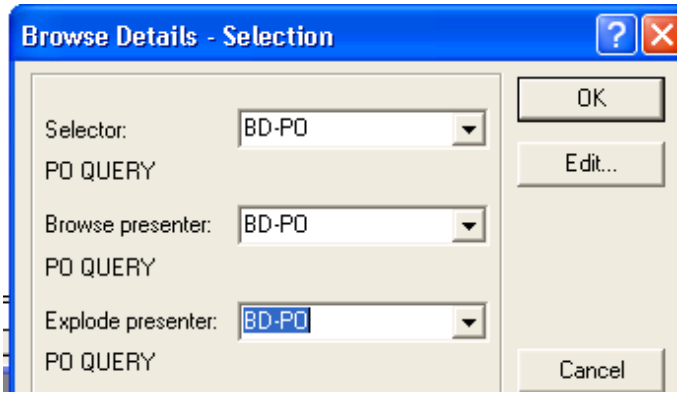
Go back to ***Browse Details*** search screen and using **BD-SLCOM** enter only the following:

	From	To
Element 2 Code	Customer Code	leave blank
Pay Status	Available	leave blank

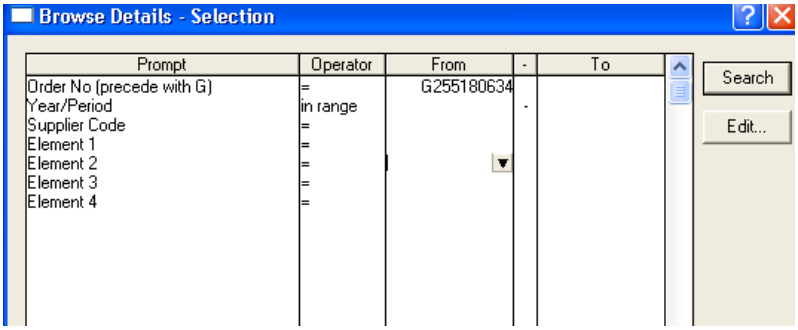
Click OK
Receipts for that particular customer would show on the system as credits against doc code **CT** or **JBT***

6. Has an Order placed on PECOS been paid on CODA?

Open **Browse Details** and enter the following:

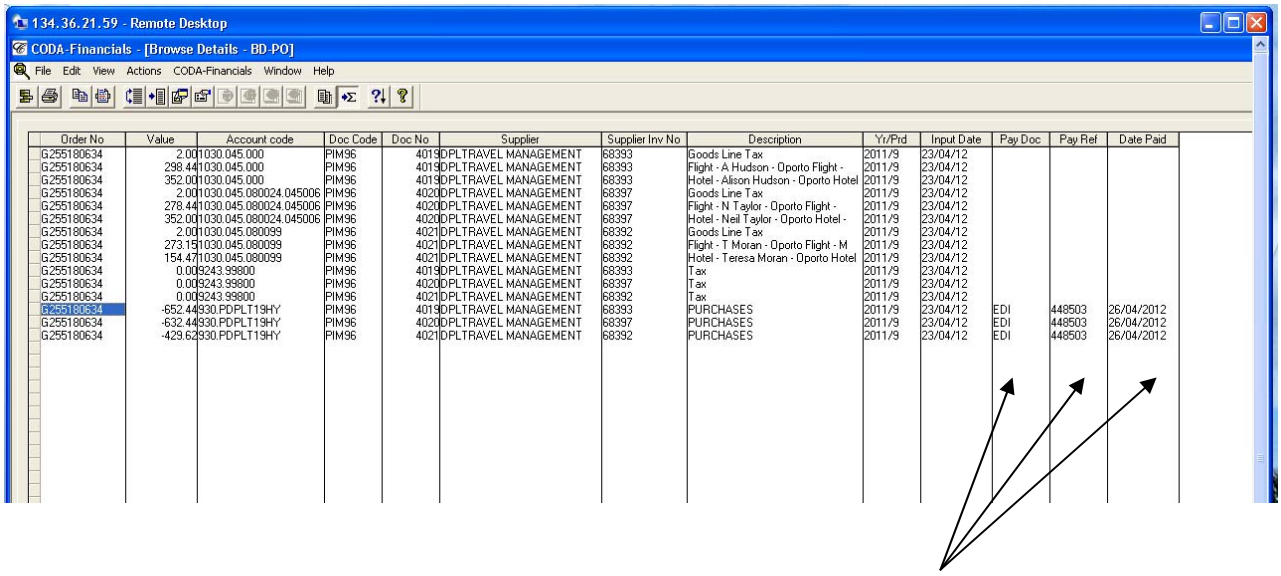


At the next screen enter **G** followed by the **PO number** as shown below:



and click **Search**

If the order has been matched to an invoice data will show at the next screen



Order No	Value	Account code	Doc Code	Doc No	Supplier	Supplier Inv No	Description	Yr/Prd	Input Date	Pay Doc	Pay Ref	Date Paid
G255180634	2.00	1030.045.000	PIM96	4019	DPLTRAVEL MANAGEMENT	68393	Goods Line Tax	2011/9	23/04/12			
G255180634	298.44	1030.045.000	PIM96	4019	DPLTRAVEL MANAGEMENT	68393	Flight - A Hudson - Oporto Flight -	2011/9	23/04/12			
G255180634	352.00	1030.045.000	PIM96	4019	DPLTRAVEL MANAGEMENT	68393	Hotel - Alison Hudson - Oporto Hotel	2011/9	23/04/12			
G255180634	2.00	1030.045.080024.045006	PIM96	4020	DPLTRAVEL MANAGEMENT	68397	Goods Line Tax	2011/9	23/04/12			
G255180634	278.44	1030.045.080024.045006	PIM96	4020	DPLTRAVEL MANAGEMENT	68397	Flight - N Taylor - Oporto Flight -	2011/9	23/04/12			
G255180634	352.00	1030.045.080024.045006	PIM96	4020	DPLTRAVEL MANAGEMENT	68397	Hotel - Neil Taylor - Oporto Hotel -	2011/9	23/04/12			
G255180634	2.00	1030.045.080099	PIM96	4021	DPLTRAVEL MANAGEMENT	68392	Goods Line Tax	2011/9	23/04/12			
G255180634	273.15	1030.045.080099	PIM96	4021	DPLTRAVEL MANAGEMENT	68392	Flight - T Moran - Oporto Flight - M	2011/9	23/04/12			
G255180634	154.47	1030.045.080099	PIM96	4021	DPLTRAVEL MANAGEMENT	68392	Hotel - Teresa Moran - Oporto Hotel	2011/9	23/04/12			
G255180634	0.00	9243.99800	PIM96	4019	DPLTRAVEL MANAGEMENT	68393	Tax	2011/9	23/04/12			
G255180634	0.00	9243.99800	PIM96	4020	DPLTRAVEL MANAGEMENT	68397	Tax	2011/9	23/04/12			
G255180634	0.00	9243.99800	PIM96	4021	DPLTRAVEL MANAGEMENT	68392	Tax	2011/9	23/04/12			
G255180634	-652.44	930.PDPLT19HY	PIM96	4019	DPLTRAVEL MANAGEMENT	68393	PURCHASES	2011/9	23/04/12	EDI	448503	26/04/2012
G255180634	-632.44	930.PDPLT19HY	PIM96	4020	DPLTRAVEL MANAGEMENT	68397	PURCHASES	2011/9	23/04/12	EDI	448503	26/04/2012
G255180634	-429.62	930.PDPLT19HY	PIM96	4021	DPLTRAVEL MANAGEMENT	68392	PURCHASES	2011/9	23/04/12	EDI	448503	26/04/2012

and if the invoice has been paid, details of this will show in these columns

BROWSE BALANCES (USING ELEMENTS CODES)

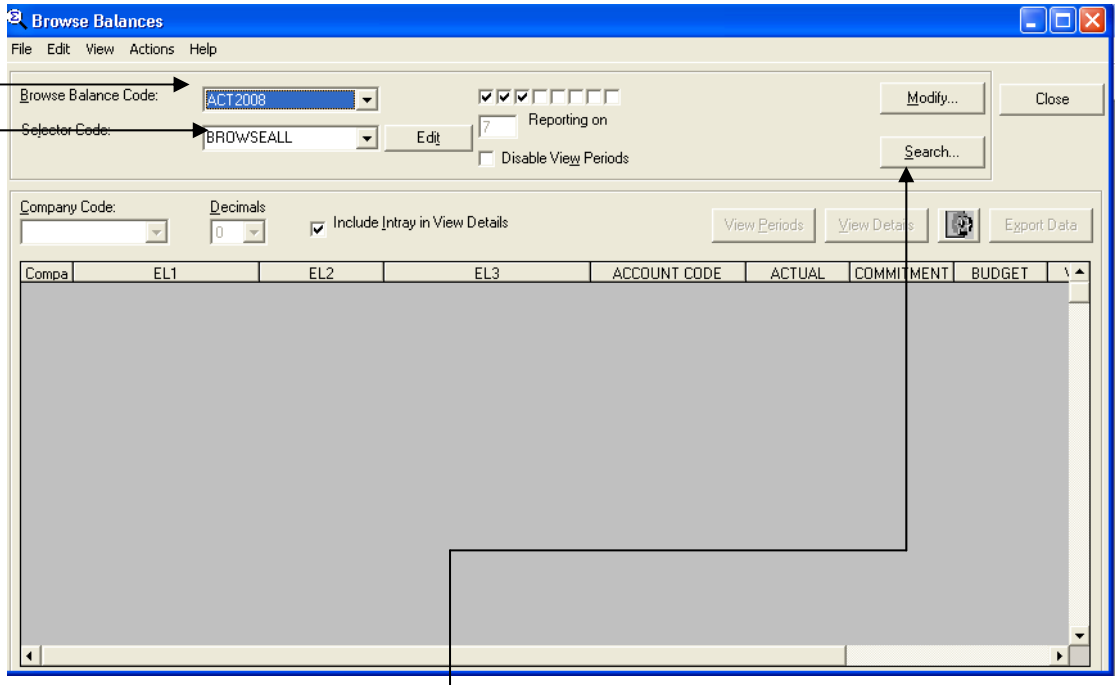
This facility will show the balance on a particular account. Please note, however, it only shows amounts which have been posted to the books whereas Browse Details shows all transactions in both intray and books. Also, until a year-end process has been run it will not show brought forward balances for a current year. You will be notified by the Finance Office Systems Section as soon as a year end process has been run and balances have been brought forward.

At the CODA Switchboard, click once on **Browse Balances**

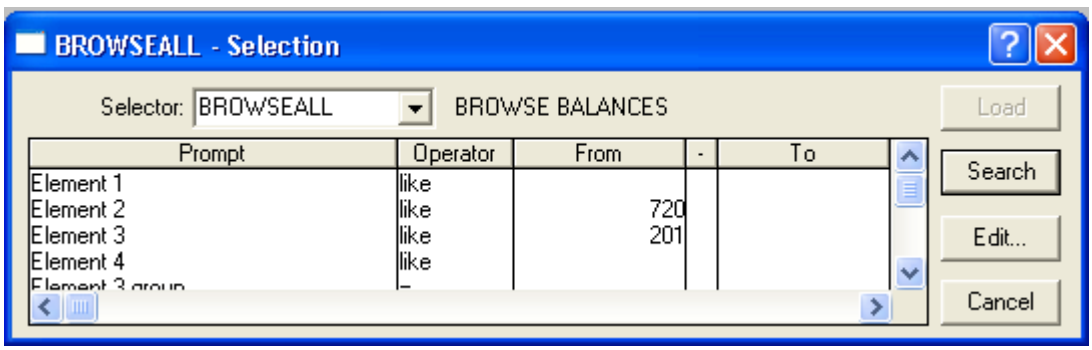
Browse balance code should be ACTyyyy (where yyyy is relevant four-digit year).

Selector code should be BROWSEALL.

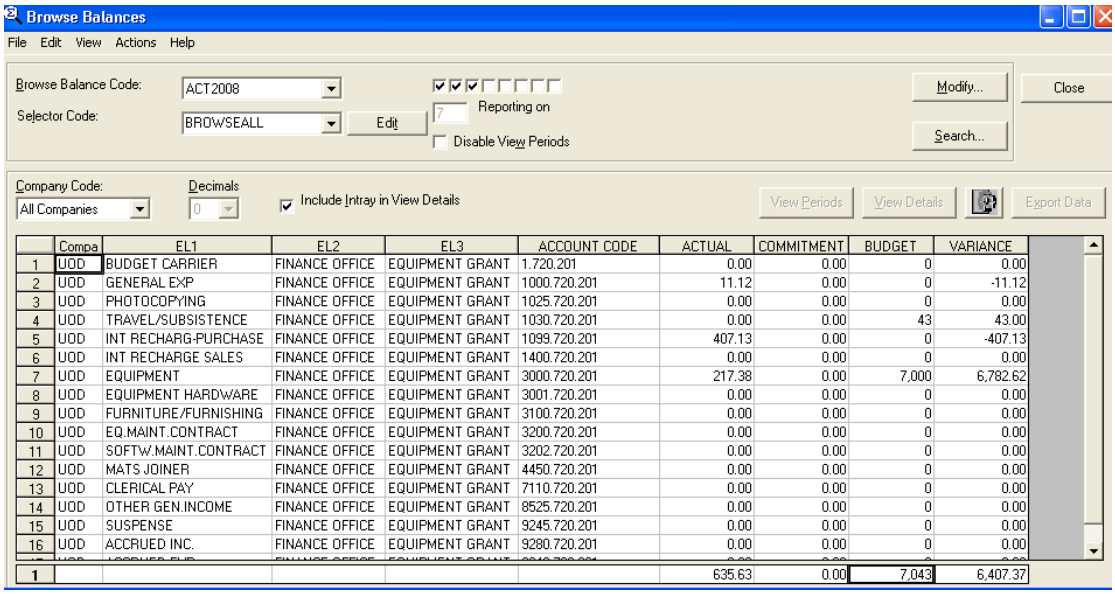
You must tick one box for each level code you need to see a balance on, for example to see a balance on a level 3 code the first three boxes should be ticked, to see a balance on a level 1 code only the first box need be ticked, to see a balance on a level 2 code the first two boxes should be ticked etc)



To the right of the screen click **search**. A 'selection box' should then appear:



Enter your search criteria in the 'From' column (the example shown here is from test data and will show balances for a level 3 code), click **Search**.



	Compa	EL1	EL2	EL3	ACCOUNT CODE	ACTUAL	COMMITMENT	BUDGET	VARIANCE
1	UOD	BUDGET CARRIER	FINANCE OFFICE	EQUIPMENT GRANT	1.720.201	0.00	0.00	0	0.00
2	UOD	GENERAL EXP	FINANCE OFFICE	EQUIPMENT GRANT	1000.720.201	11.12	0.00	0	-11.12
3	UOD	PHOTOCOPYING	FINANCE OFFICE	EQUIPMENT GRANT	1025.720.201	0.00	0.00	0	0.00
4	UOD	TRAVEL/SUBSISTENCE	FINANCE OFFICE	EQUIPMENT GRANT	1030.720.201	0.00	0.00	43	43.00
5	UOD	INT RECHARG-PURCHASE	FINANCE OFFICE	EQUIPMENT GRANT	1099.720.201	407.13	0.00	0	-407.13
6	UOD	INT RECHARGE SALES	FINANCE OFFICE	EQUIPMENT GRANT	1400.720.201	0.00	0.00	0	0.00
7	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	217.38	0.00	7,000	6,782.62
8	UOD	EQUIPMENT HARDWARE	FINANCE OFFICE	EQUIPMENT GRANT	3001.720.201	0.00	0.00	0	0.00
9	UOD	FURNITURE/FURNISHING	FINANCE OFFICE	EQUIPMENT GRANT	3100.720.201	0.00	0.00	0	0.00
10	UOD	EQ.MAINT.CONTRACT	FINANCE OFFICE	EQUIPMENT GRANT	3200.720.201	0.00	0.00	0	0.00
11	UOD	SOFTW.MAINT.CONTRACT	FINANCE OFFICE	EQUIPMENT GRANT	3202.720.201	0.00	0.00	0	0.00
12	UOD	MATS JOINER	FINANCE OFFICE	EQUIPMENT GRANT	4450.720.201	0.00	0.00	0	0.00
13	UOD	CLERICAL PAY	FINANCE OFFICE	EQUIPMENT GRANT	7110.720.201	0.00	0.00	0	0.00
14	UOD	OTHER GEN.INCOME	FINANCE OFFICE	EQUIPMENT GRANT	8525.720.201	0.00	0.00	0	0.00
15	UOD	SUSPENSE	FINANCE OFFICE	EQUIPMENT GRANT	9245.720.201	0.00	0.00	0	0.00
16	UOD	ACCRUED INC.	FINANCE OFFICE	EQUIPMENT GRANT	9280.720.201	0.00	0.00	0	0.00
1						635.63	0.00	7,043	6,407.37

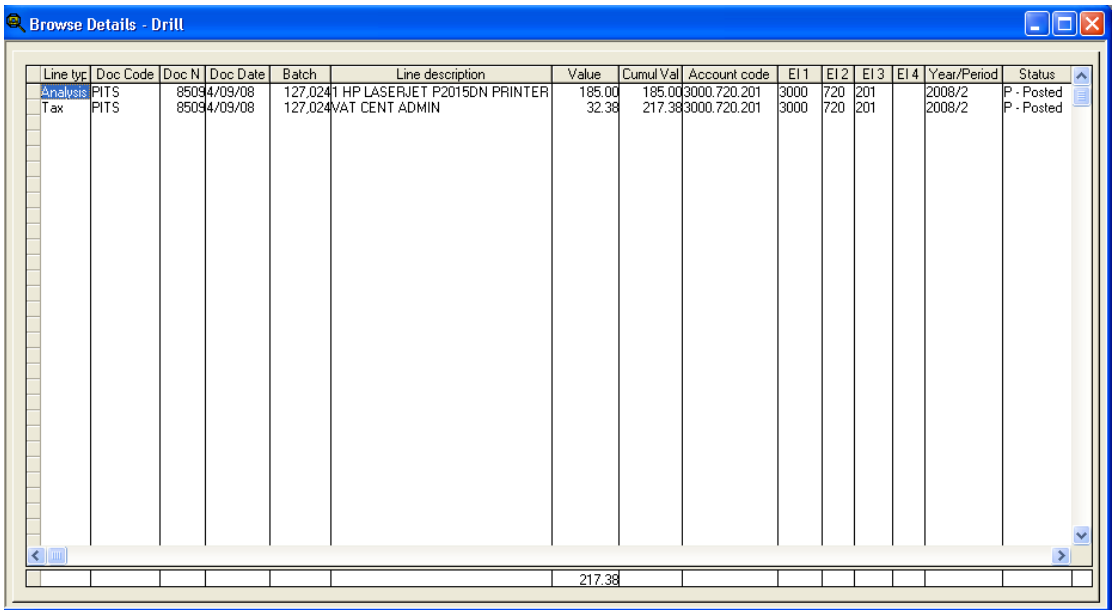
To show the total bar along the bottom, click:

View…Show Totals

From this screen you can either **View Periods** relating to the balance or **View Details** which make up the balance.

To **View Details** double click on an amount in the **Actuals** column, or click once on an amount in this column then click on the **View Details** button..

The screen will then display all the documents that make up the balance figure:



Line typ	Doc Code	Doc N	Doc Date	Batch	Line description	Value	Cumul Val	Account code	EI 1	EI 2	EI 3	EI 4	Year/Period	Status
Analysis	PITS	85094	09/08	127,024	1 HP LASERJET P2015DN PRINTER	185.00	185.00	3000.720.201	3000	720	201		2008/2	P - Posted
Tax	PITS	85094	09/08	127,024	VAT CENT ADMIN	32.38	217.38	3000.720.201	3000	720	201		2008/2	P - Posted
						217.38								

Data showing on the screens in Browse Balances can be printed by clicking:

File…print.

They can also be exported to Excel by clicking:

Edit…Select All…Edit…Copy

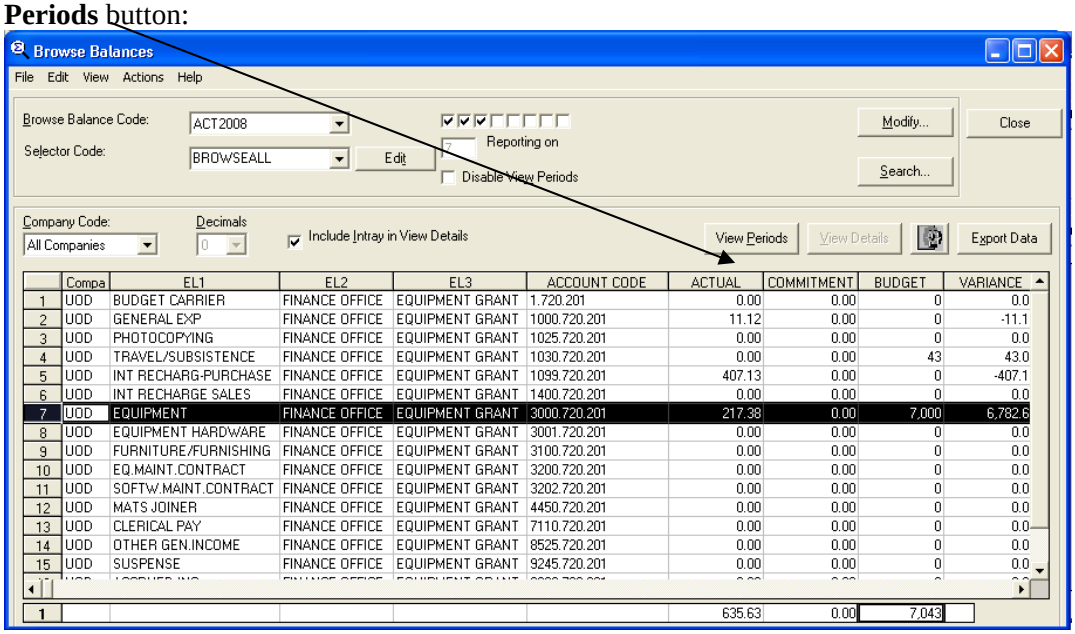
open Excel then click:

Edit…Paste.

To close this screen click:

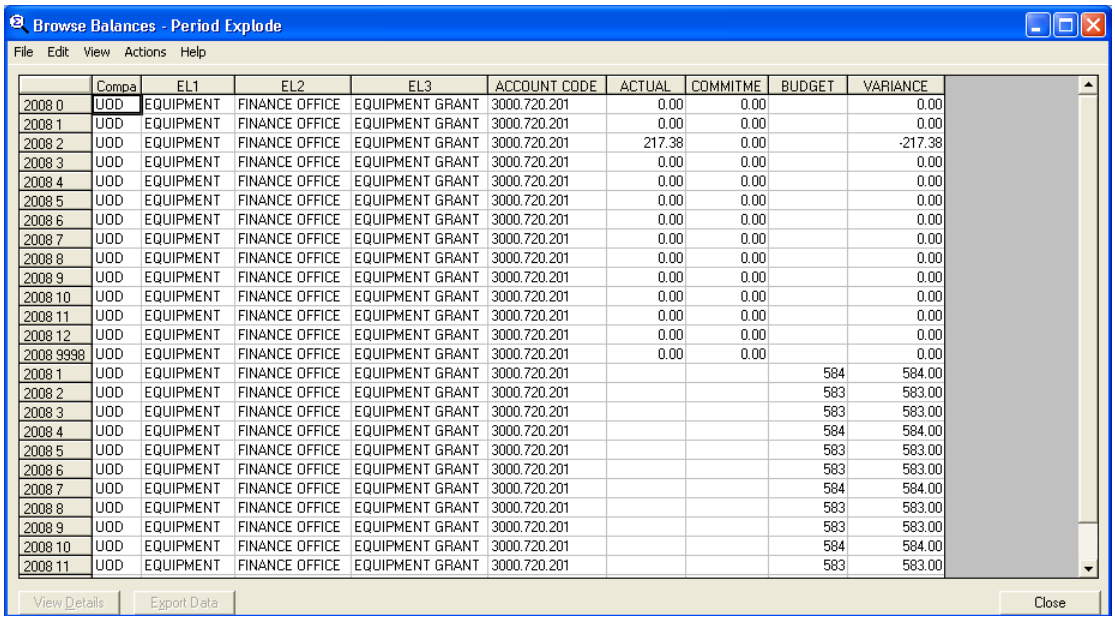
Exit.

Back in **Browse Balances**, to **View Periods**, click on the line number button immediately to the left of the line you wish to view and the line should highlight, then click on the **View Periods** button:



	Compa	EL1	EL2	EL3	ACCOUNT CODE	ACTUAL	COMMITMENT	BUDGET	VARIANCE
1	UOD	BUDGET CARRIER	FINANCE OFFICE	EQUIPMENT GRANT	1.720.201	0.00	0.00	0	0.0
2	UOD	GENERAL EXP	FINANCE OFFICE	EQUIPMENT GRANT	1000.720.201	11.12	0.00	0	-11.1
3	UOD	PHOTOCOPYING	FINANCE OFFICE	EQUIPMENT GRANT	1025.720.201	0.00	0.00	0	0.0
4	UOD	TRAVEL/SUBSISTENCE	FINANCE OFFICE	EQUIPMENT GRANT	1030.720.201	0.00	0.00	43	43.0
5	UOD	INT RECHARG-PURCHASE	FINANCE OFFICE	EQUIPMENT GRANT	1099.720.201	407.13	0.00	0	-407.1
6	UOD	INT RECHARGE SALES	FINANCE OFFICE	EQUIPMENT GRANT	1400.720.201	0.00	0.00	0	0.0
7	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	217.38	0.00	7,000	6,782.6
8	UOD	EQUIPMENT HARDWARE	FINANCE OFFICE	EQUIPMENT GRANT	3001.720.201	0.00	0.00	0	0.0
9	UOD	FURNITURE/FURNISHING	FINANCE OFFICE	EQUIPMENT GRANT	3100.720.201	0.00	0.00	0	0.0
10	UOD	EQ.MAINT.CONTRACT	FINANCE OFFICE	EQUIPMENT GRANT	3200.720.201	0.00	0.00	0	0.0
11	UOD	SOFTW.MAINT.CONTRACT	FINANCE OFFICE	EQUIPMENT GRANT	3202.720.201	0.00	0.00	0	0.0
12	UOD	MATS JOINER	FINANCE OFFICE	EQUIPMENT GRANT	4450.720.201	0.00	0.00	0	0.0
13	UOD	CLERICAL PAY	FINANCE OFFICE	EQUIPMENT GRANT	7110.720.201	0.00	0.00	0	0.0
14	UOD	OTHER GEN.INCOME	FINANCE OFFICE	EQUIPMENT GRANT	8525.720.201	0.00	0.00	0	0.0
15	UOD	SUSPENSE	FINANCE OFFICE	EQUIPMENT GRANT	9245.720.201	0.00	0.00	0	0.0
1						635.63	0.00	7,043	

The following screen appears:



	Compa	EL1	EL2	EL3	ACCOUNT CODE	ACTUAL	COMMITME	BUDGET	VARIANCE
2008 0	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 1	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 2	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	217.38	0.00		-217.38
2008 3	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 4	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 5	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 6	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 7	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 8	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 9	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 10	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 11	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 12	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 9998	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201	0.00	0.00		0.00
2008 1	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			584	584.00
2008 2	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			583	583.00
2008 3	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			583	583.00
2008 4	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			584	584.00
2008 5	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			583	583.00
2008 6	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			583	583.00
2008 7	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			584	584.00
2008 8	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			583	583.00
2008 9	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			583	583.00
2008 10	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			584	584.00
2008 11	UOD	EQUIPMENT	FINANCE OFFICE	EQUIPMENT GRANT	3000.720.201			583	583.00

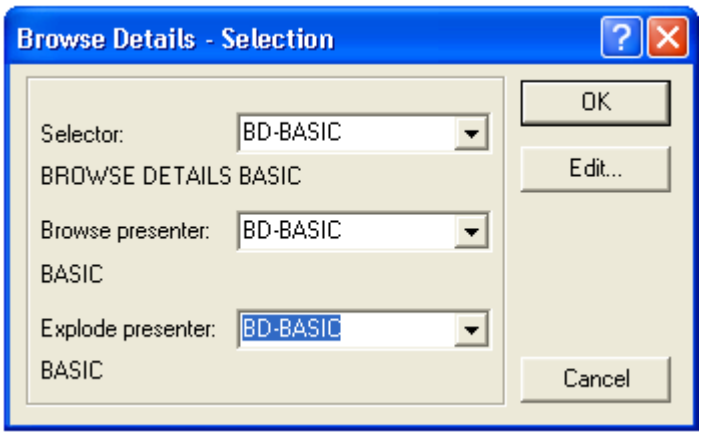
This particular example shows expenditure of £217.33 was incurred in year 2008 period 2. Again, details of these amounts can be viewed by double clicking on the actual amount or by one click on the actual amount then click the View Details button at the bottom left.

To exit from the Browse Balances period drill down, click on the **close** button

BROWSE DETAILS

Browse Details, as the name suggest, shows the detailed make up of all balances, ie the transactions making up a balance.

Click **Browse Details** button on Switchboard:



When you first log in you will have to choose **Selector, Browse presenter** and **Explode presenter**. ('Selector' just means the list of your search criteria and 'Presenter' is what data will show and in what format) Click on the drop down arrows and select the required masters:

Choose anything beginning **BD**, but it is recommended you choose one of the following:

BD-DEPT - this is for simple account code queries, which can be sorted and subtotalled within Browse Details

BD-BASIC - this will show a little more detailed information than BD-Dept

BD-BOOKIES - this is for purchase invoice queries (whether a supplier's invoice has been paid, when paid and by which method etc)
(this is a replica of what will be used in Accounts Payable for browsing)

BD-SLCOM - this is for sales invoice queries (whether a sales invoice is on the system and whether it has been paid etc)

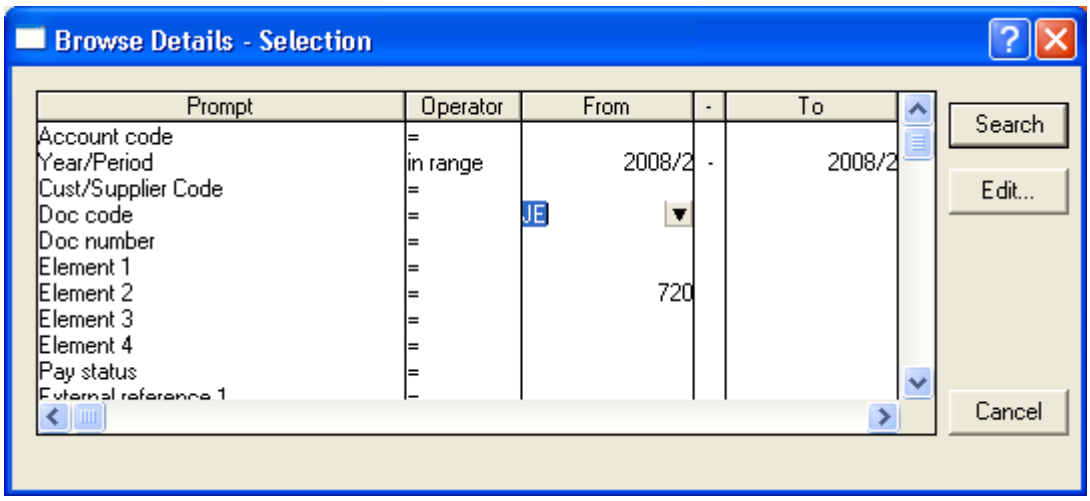
BD-VAL SRCH - this is for searching on an amount (previously unavailable in CODA)

If you need to see data which is not covered by the above, contact Finance Office Systems Section - Sheila Alexander, Alison Cunnigham or Yvonne Howarth by emailing:
financesystems@dundee.ac.uk
to arrange the setting up your own presenter.

To do a simple search, after populating the three fields with the relevant BD-* masters, click:

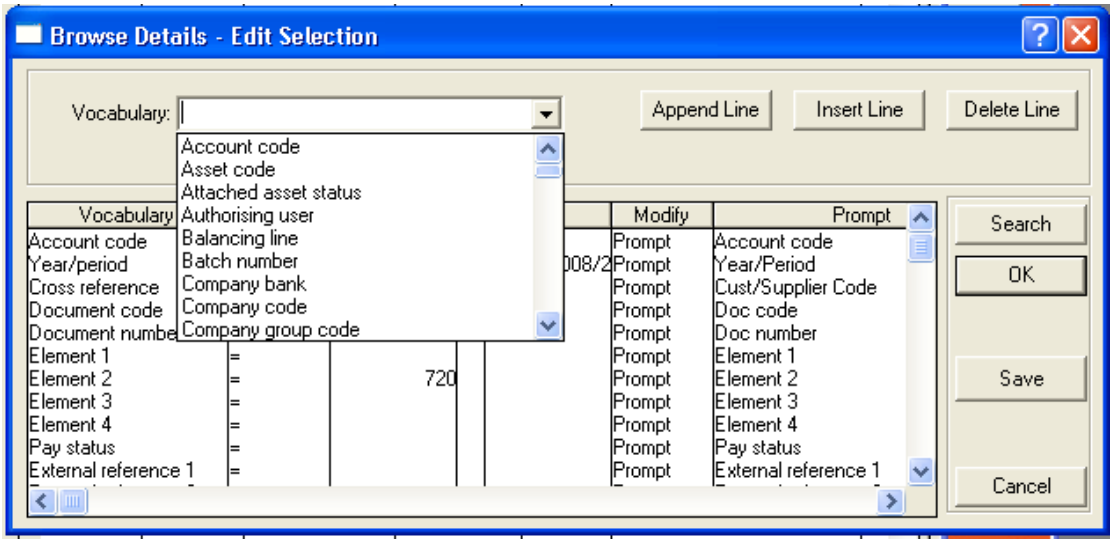
OK

Enter your search criteria at the next screen:

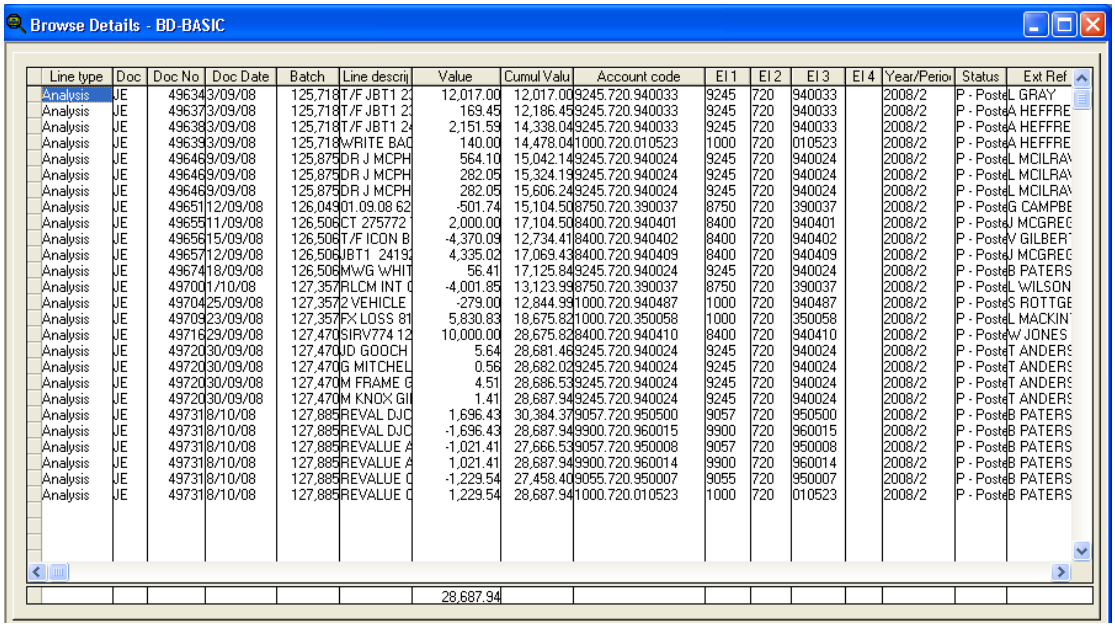


(The above sample query is simply asking for all data posted to level 2 code 720 on a document code JE in period 2 of 2008)

If you need to search on something which isn't in the list, click on the **Edit** button: (**NB** this is only for one-off changes – requests for permanent changes to Browse Details Selectors have to be made to Finance Office Systems Section - Sheila Alexander, Alison Cunningham or Yvonne Howarth)



Click on the drop down arrow beside the Vocabulary field, select the required item from the list and click **Append Line,** then add the required search criteria and click **Search**:



Line type	Doc	Doc No	Doc Date	Batch	Line descrip	Value	Cumul Valu	Account code	EI 1	EI 2	EI 3	EI 4	Year/Perio	Status	Ext Ref
Analysis	JE	49634	3/09/08	125,718	T/F JBT1 2	12,017.00	12,017.00	9245.720.940033	9245	720	940033		2008/2	P - Poste	L GRAY
Analysis	JE	49637	3/09/08	125,718	T/F JBT1 2	169.45	12,186.45	9245.720.940033	9245	720	940033		2008/2	P - Poste	A HEFFRE
Analysis	JE	49638	3/09/08	125,718	T/F JBT1 2	2,151.59	14,338.04	9245.720.940033	9245	720	940033		2008/2	P - Poste	A HEFFRE
Analysis	JE	49639	3/09/08	125,718	WRITE BAC	140.00	14,478.04	1000.720.010523	1000	720	010523		2008/2	P - Poste	A HEFFRE
Analysis	JE	49646	9/09/08	125,875	DR J MCPH	564.10	15,042.14	9245.720.940024	9245	720	940024		2008/2	P - Poste	L MCILRA
Analysis	JE	49646	9/09/08	125,875	DR J MCPH	282.05	15,324.19	9245.720.940024	9245	720	940024		2008/2	P - Poste	L MCILRA
Analysis	JE	49646	9/09/08	125,875	DR J MCPH	282.05	15,606.24	9245.720.940024	9245	720	940024		2008/2	P - Poste	L MCILRA
Analysis	JE	49651	12/09/08	126,049	01.09.08 62	-501.74	15,104.50	8750.720.390037	8750	720	390037		2008/2	P - Poste	G CAMPBE
Analysis	JE	49655	11/09/08	126,506	CT 275772	2,000.00	17,104.50	8400.720.940401	8400	720	940401		2008/2	P - Poste	J MCGREG
Analysis	JE	49656	15/09/08	126,506	T/F ICON B	-4,370.09	12,734.41	8400.720.940402	8400	720	940402		2008/2	P - Poste	V GILBER
Analysis	JE	49657	12/09/08	126,506	JBT1 2419	4,335.02	17,069.43	8400.720.940409	8400	720	940409		2008/2	P - Poste	J MCGREG
Analysis	JE	49674	18/09/08	126,506	MWG WHIT	56.41	17,125.84	9245.720.940024	9245	720	940024		2008/2	P - Poste	B PATERS
Analysis	JE	49700	1/10/08	127,357	RLCM INT 0	-4,001.85	13,123.99	8750.720.390037	8750	720	390037		2008/2	P - Poste	L WILSON
Analysis	JE	49704	25/09/08	127,357	2 VEHICLE	-279.00	12,844.99	1000.720.940487	1000	720	940487		2008/2	P - Poste	S ROTTGE
Analysis	JE	49709	23/09/08	127,357	FX LOSS 81	5,830.83	18,675.82	1000.720.350058	1000	720	350058		2008/2	P - Poste	L MACKIN
Analysis	JE	49716	29/09/08	127,470	SIRV774 12	10,000.00	28,675.82	8400.720.940410	8400	720	940410		2008/2	P - Poste	W JONES
Analysis	JE	49720	30/09/08	127,470	JD GOOCH	5.64	28,681.46	9245.720.940024	9245	720	940024		2008/2	P - Poste	T ANDERS
Analysis	JE	49720	30/09/08	127,470	G MITCHEL	0.56	28,682.02	9245.720.940024	9245	720	940024		2008/2	P - Poste	T ANDERS
Analysis	JE	49720	30/09/08	127,470	M FRAME G	4.51	28,686.53	9245.720.940024	9245	720	940024		2008/2	P - Poste	T ANDERS
Analysis	JE	49720	30/09/08	127,470	M KNOX GI	1.41	28,687.94	9245.720.940024	9245	720	940024		2008/2	P - Poste	T ANDERS
Analysis	JE	49731	8/10/08	127,885	REVAL DJC	1,696.43	30,384.37	9057.720.950500	9057	720	950500		2008/2	P - Poste	B PATERS
Analysis	JE	49731	8/10/08	127,885	REVAL DJC	-1,696.43	28,687.94	9900.720.960015	9900	720	960015		2008/2	P - Poste	B PATERS
Analysis	JE	49731	8/10/08	127,885	REVALUE A	-1,021.41	27,666.53	9057.720.950008	9057	720	950008		2008/2	P - Poste	B PATERS
Analysis	JE	49731	8/10/08	127,885	REVALUE A	1,021.41	28,687.94	9900.720.960014	9900	720	960014		2008/2	P - Poste	B PATERS
Analysis	JE	49731	8/10/08	127,885	REVALUE C	-1,229.54	27,458.40	9055.720.950007	9055	720	950007		2008/2	P - Poste	B PATERS
Analysis	JE	49731	8/10/08	127,885	REVALUE C	1,229.54	28,687.94	1000.720.010523	1000	720	010523		2008/2	P - Poste	B PATERS
						28,687.94									

If the total doesn't appear along the bottom, click:

View…Show Totals

Columns can be enlarged by clicking and dragging your mouse over the borders of each header column.

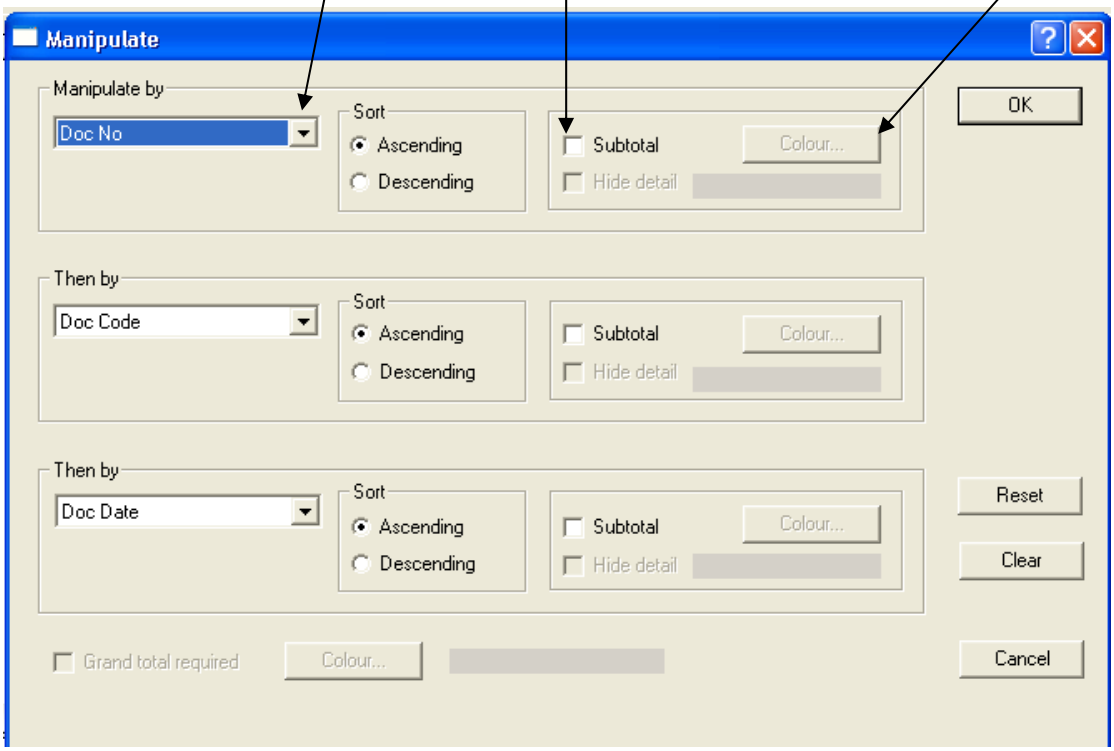
SORTING/SUBTOTALLING WITHIN BROWSE DETAILS:

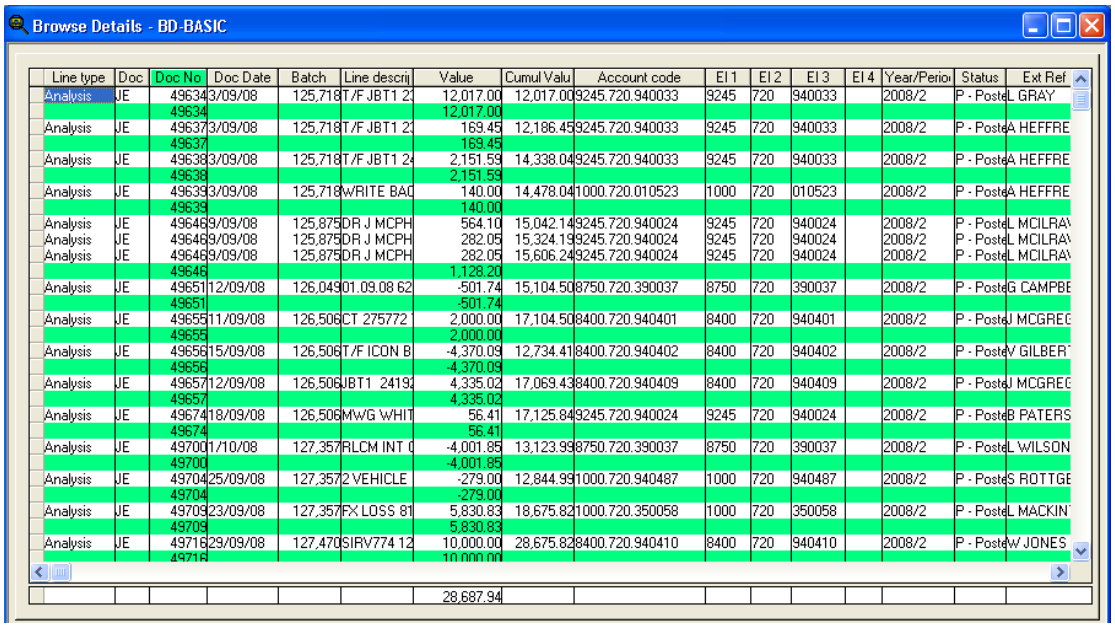
Data can be sorted and subtotalled, click:

View…Manipulate.

Sorting can be on any of the presented columns by clicking on the drop down arrow to the right of the 'Manipulate by' field:

To subtotal, click on the box beside **Subtotal** and, if you prefer, you can click the **Colour** button and choose a colour to highlight the subtotals, click **OK**





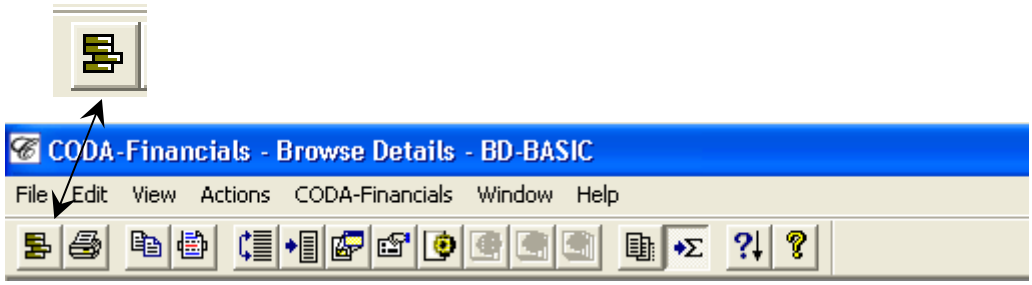
this now shows the data sorted and subtotalled by Document Number. The figure in the highlighted line is the sub total value.

To remove the subtotals, click:

View…Manipulate

and remove the tick beside 'Subtotal'

To perform a new search, click on the leftmost icon on the toolbar:



Or click:

File…Select

PRINTING FROM BROWSE DETAILS:

To print the information on screen, click:

File…Print

and click the **Properties** box,

Click the **Effects** tab and tick the box at the bottom left "**Fit to A4 Paper Size**",

Click the **Basics** tab and check the box for **Landscape**

Click **OK…OK**

EXPLODING A LINE (viewing the other lines in the transaction):

Click anywhere in the required line, either click:

Actions…Explode Document

or click the **Explode Document** icon on the toolbar:

(By holding the mouse arrow over each icon above Browse Details screen you will get a brief narrative of what each icon does)

CHANGING THE PRESENTER (the look of the display screen)

While Browse Details is open, you can change the look of the display screen by clicking on:

View…Change Presenter

Then click on the drop down arrow beside Browse presenter and choose one from the list (only those beginning **BD-**)

COPYING TO EXCEL

Data can be copied to Excel by clicking:

Edit…Select All…Edit…Copy

open a new Excel worksheet and click:

Edit…Paste (or press **Ctrl+V**).

Alternatively, you can highlight only the lines you want to copy, click:

Edit…Copy

then paste into Excel.

BROWSE DOCUMENTS

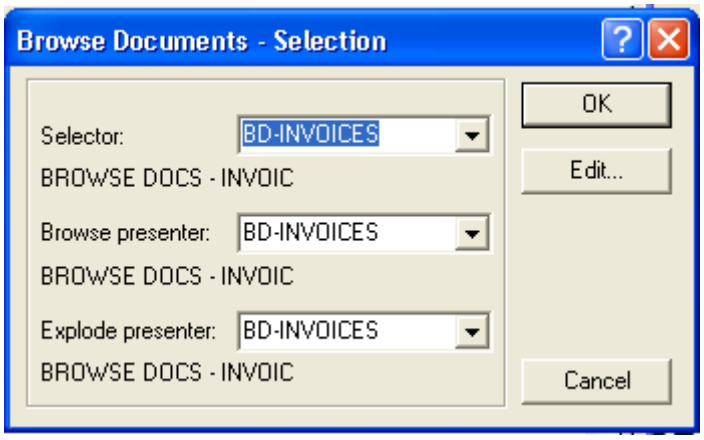
(shows all sides of a transaction within a document)

Can be used, for example, to find all purchase invoices for your department:

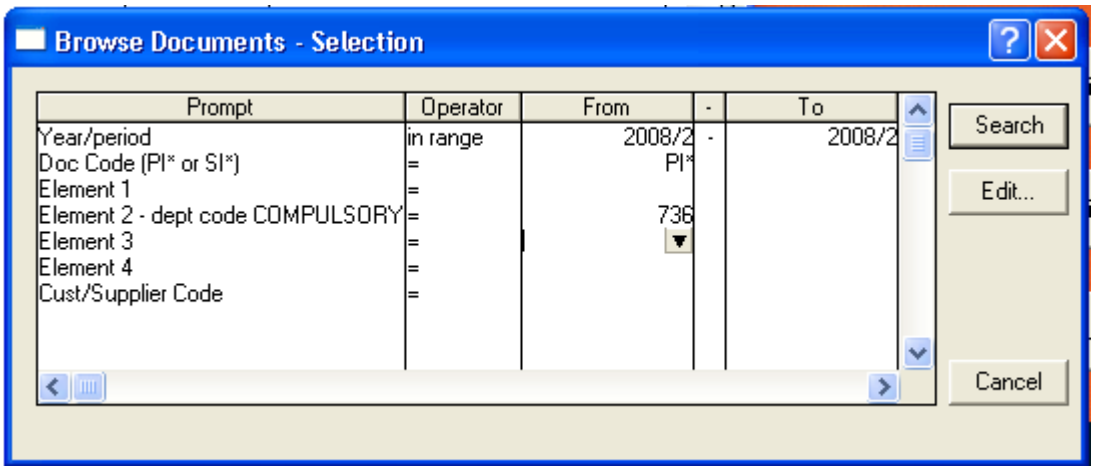
Click:

CODA-Financials…Browse…Browse Documents

As an exampl,e enter the following:



In the next screen, enter the appropriate details, e.g.:



(this will show all transactions on document codes starting with PI (purchase invoices) in period 2 of 2008 posted to level 2 code 736)

Entering an element 2 code will find all invoices for your department, or you can also enter an element 3 code to find invoices relating to specific projects.

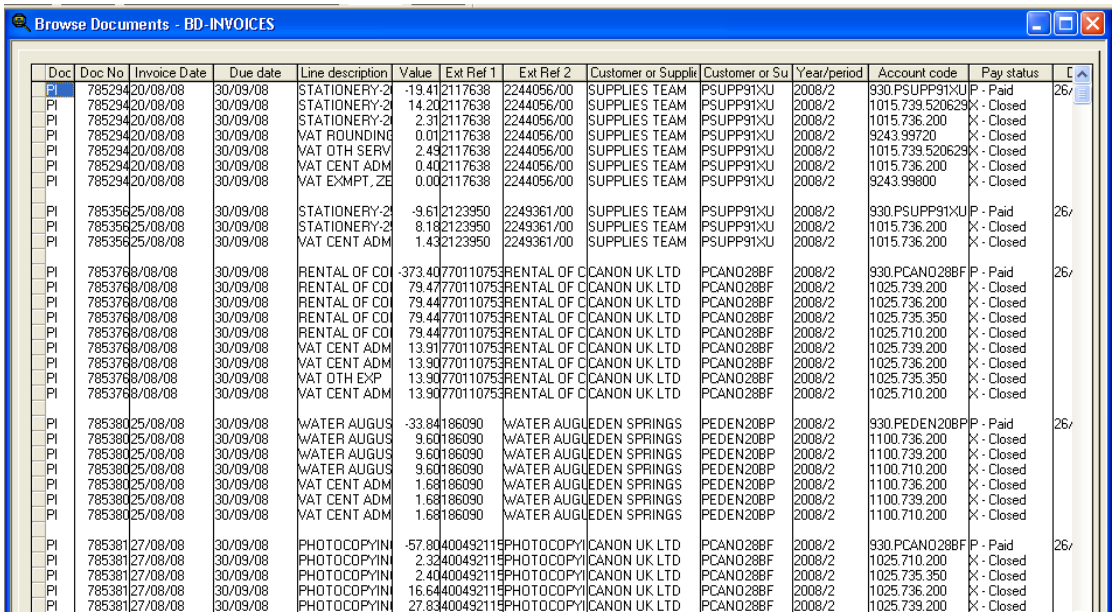
Also, you can narrow the search down to a specific supplier/customer by entering that supplier/customer's code in Cust/Supplier Code field.

NB it is important you enter your departmental element 2 code each time whichever search you perform.

Doc Code variables:

PI	-	will show purchase invoices only
PI	-	will show all purchase invoices and credit notes
SI*	-	will show all types of sales invoices

The resultant screen will show all lines in the document enabling you to see which invoices for your department/project are paid or unpaid. The data can also be exported to Excel in the same format as you see on screen.



Doc	Doc No	Invoice Date	Due date	Line description	Value	Ext Ref 1	Ext Ref 2	Customer or Supplie	Customer or Su	Year/period	Account code	Pay status	D
PI	785294	20/08/08	30/09/08	STATIONERY-2(	-19.41	2117638	2244056/00	SUPPLIES TEAM	PSUPP91XU	2008/2	930.PSUPP91XU	P - Paid	26/
PI	785294	20/08/08	30/09/08	STATIONERY-2(	14.20	2117638	2244056/00	SUPPLIES TEAM	PSUPP91XU	2008/2	1015.739.520629	X - Closed	
PI	785294	20/08/08	30/09/08	STATIONERY-2(	2.31	2117638	2244056/00	SUPPLIES TEAM	PSUPP91XU	2008/2	1015.736.200	X - Closed	
PI	785294	20/08/08	30/09/08	VAT ROUNDING	0.01	2117638	2244056/00	SUPPLIES TEAM	PSUPP91XU	2008/2	9243.99720	X - Closed	
PI	785294	20/08/08	30/09/08	VAT OTH SERV	2.49	2117638	2244056/00	SUPPLIES TEAM	PSUPP91XU	2008/2	1015.739.520629	X - Closed	
PI	785294	20/08/08	30/09/08	VAT CENT ADM	0.40	2117638	2244056/00	SUPPLIES TEAM	PSUPP91XU	2008/2	1015.736.200	X - Closed	
PI	785294	20/08/08	30/09/08	VAT EXMPT, ZE	0.00	2117638	2244056/00	SUPPLIES TEAM	PSUPP91XU	2008/2	9243.99800	X - Closed	
PI	785356	25/08/08	30/09/08	STATIONERY-2(	-9.61	2123950	2249361/00	SUPPLIES TEAM	PSUPP91XU	2008/2	930.PSUPP91XU	P - Paid	26/
PI	785356	25/08/08	30/09/08	STATIONERY-2(	8.18	2123950	2249361/00	SUPPLIES TEAM	PSUPP91XU	2008/2	1015.736.200	X - Closed	
PI	785356	25/08/08	30/09/08	VAT CENT ADM	1.43	2123950	2249361/00	SUPPLIES TEAM	PSUPP91XU	2008/2	1015.736.200	X - Closed	
PI	785378	8/08/08	30/09/08	RENTAL OF COI	-373.40	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	930.PCANO28BF	P - Paid	26/
PI	785378	8/08/08	30/09/08	RENTAL OF COI	79.47	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.739.200	X - Closed	
PI	785378	8/08/08	30/09/08	RENTAL OF COI	79.44	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.736.200	X - Closed	
PI	785378	8/08/08	30/09/08	RENTAL OF COI	79.44	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.735.350	X - Closed	
PI	785378	8/08/08	30/09/08	RENTAL OF COI	79.44	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.710.200	X - Closed	
PI	785378	8/08/08	30/09/08	VAT CENT ADM	13.91	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.739.200	X - Closed	
PI	785378	8/08/08	30/09/08	VAT CENT ADM	13.90	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.736.200	X - Closed	
PI	785378	8/08/08	30/09/08	VAT OTH EXP	13.90	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.735.350	X - Closed	
PI	785378	8/08/08	30/09/08	VAT CENT ADM	13.90	7701107537	RENTAL OF C	CANON UK LTD	PCANO28BF	2008/2	1025.710.200	X - Closed	
PI	785380	25/08/08	30/09/08	WATER AUGUS	-33.84	186090	WATER AUGU	EDEN SPRINGS	PEDEN20BP	2008/2	930.PEDEN20BP	P - Paid	26/
PI	785380	25/08/08	30/09/08	WATER AUGUS	9.60	186090	WATER AUGU	EDEN SPRINGS	PEDEN20BP	2008/2	1100.736.200	X - Closed	
PI	785380	25/08/08	30/09/08	WATER AUGUS	9.60	186090	WATER AUGU	EDEN SPRINGS	PEDEN20BP	2008/2	1100.739.200	X - Closed	
PI	785380	25/08/08	30/09/08	WATER AUGUS	9.60	186090	WATER AUGU	EDEN SPRINGS	PEDEN20BP	2008/2	1100.710.200	X - Closed	
PI	785380	25/08/08	30/09/08	VAT CENT ADM	1.68	186090	WATER AUGU	EDEN SPRINGS	PEDEN20BP	2008/2	1100.736.200	X - Closed	
PI	785380	25/08/08	30/09/08	VAT CENT ADM	1.68	186090	WATER AUGU	EDEN SPRINGS	PEDEN20BP	2008/2	1100.739.200	X - Closed	
PI	785380	25/08/08	30/09/08	VAT CENT ADM	1.68	186090	WATER AUGU	EDEN SPRINGS	PEDEN20BP	2008/2	1100.710.200	X - Closed	
PI	785381	27/08/08	30/09/08	PHOTOCOPYIN(	-57.80	400492115	PHOTOCOPYI	CANON UK LTD	PCANO28BF	2008/2	930.PCANO28BF	P - Paid	26/
PI	785381	27/08/08	30/09/08	PHOTOCOPYIN(	2.32	400492115	PHOTOCOPYI	CANON UK LTD	PCANO28BF	2008/2	1025.710.200	X - Closed	
PI	785381	27/08/08	30/09/08	PHOTOCOPYIN(	2.40	400492115	PHOTOCOPYI	CANON UK LTD	PCANO28BF	2008/2	1025.735.350	X - Closed	
PI	785381	27/08/08	30/09/08	PHOTOCOPYIN(	16.64	400492115	PHOTOCOPYI	CANON UK LTD	PCANO28BF	2008/2	1025.736.200	X - Closed	
PI	785381	27/08/08	30/09/08	PHOTOCOPYIN(	27.83	400492115	PHOTOCOPYI	CANON UK LTD	PCANO28BF	2008/2	1025.739.200	X - Closed	

BROWSE DESKTOP – ACCOUNT SUMMARY

This is the quickest way to find a supplier's or customer's code.

[The structure of a supplier code in CODA is

P + first four characters of the name + last four characters of the post code

For example, P J Green Ltd, KY5 4DF becomes **PGREE54DF**

Similarly, the structure of a customer code is

D + first four characters of the name + last four characters of the post code

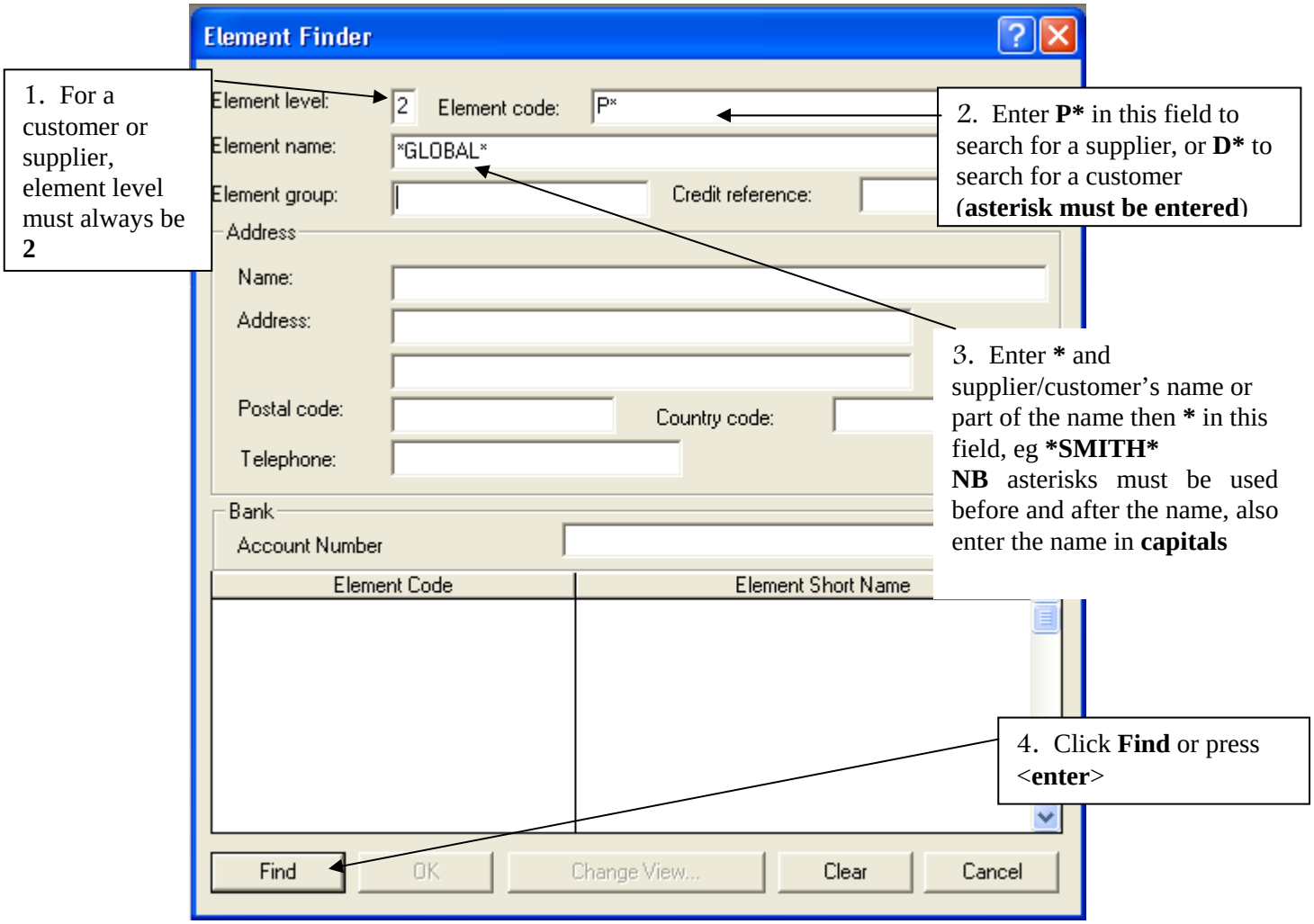
For example, Glaxo plc, ER3 2WS becomes **DGLAX32WS]**

Click once on the Browse Desktop button on the Switchboard. If there is no button for this, click:

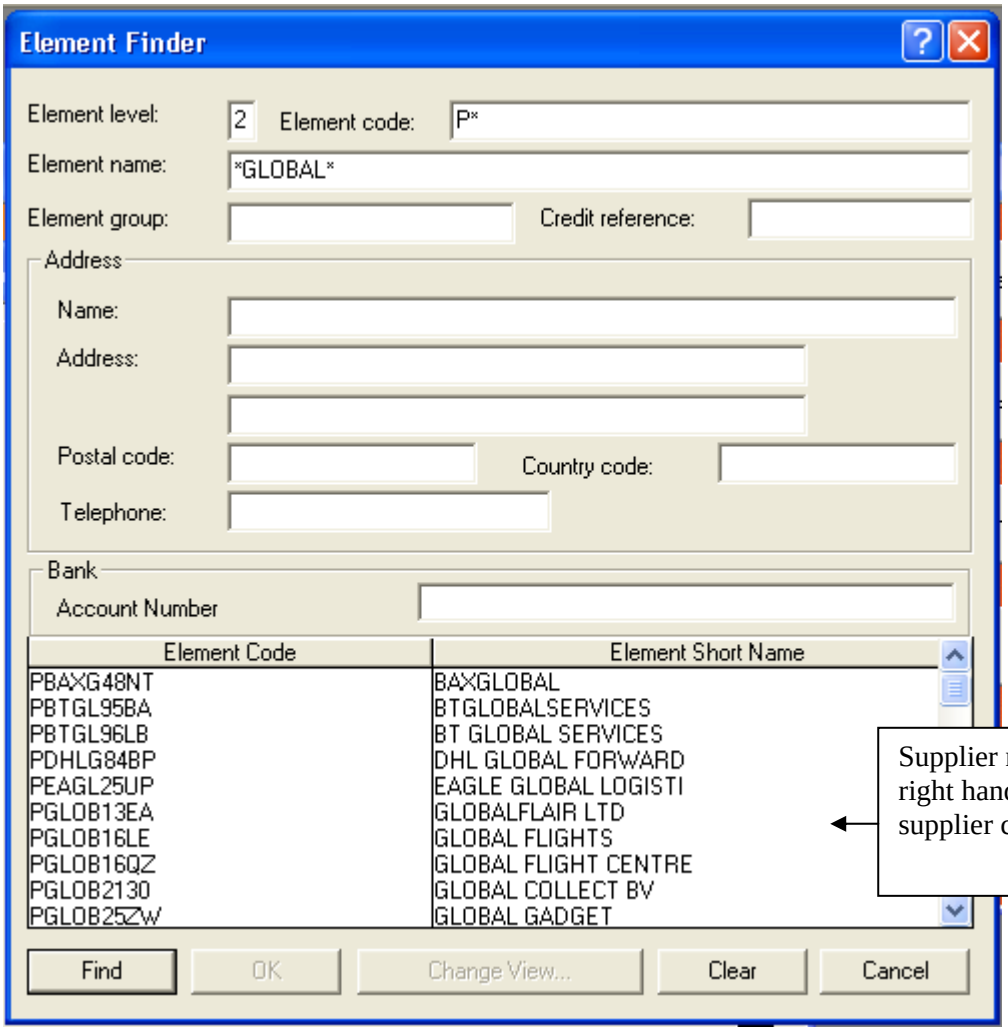
CODA-Financials...Browse…Browse Desktop

select **Account Summary** and check the **Don't Ask Again** box then click **OK**.

The 'Element Finder' will then show:



Searches can be made on any of the above fields, eg Address, Post Code etc.


Element Finder
Element level:
2
Element code:
P*
Element name:
GLOBAL
Element group:
Credit reference:
Address
Name:
Address:
Postal code:
Country code:
Telephone:
Bank
Account Number
Element Code
Element Short Name
PBAXG48NT
BAXGLOBAL
PBTGL95BA
BTGLOBALSERVICES
PBTGL96LB
BT GLOBAL SERVICES
PDHLG84BP
DHL GLOBAL FORWARD
PEAGL25UP
EAGLE GLOBAL LOGISTI
PGLOB13EA
GLOBALFLAIR LTD
PGLOB16LE
GLOBAL FLIGHTS
PGLOB16QZ
GLOBAL FLIGHT CENTRE
PGLOB2130
GLOBAL COLLECT BV
PGLOB25ZW
GLOBAL GADGET
Find
OK
Change View...
Clear
Cancel
Supplier names then show in the right hand column and the supplier code shows in the left

EXTERNAL REFERENCES (from some of the main documents currently used)

Document Code	External Reference 1	External Reference 2
JBT* (jnl bank transaction)	SOURCE OF INFORMATION	TYPE OF PYMT/RCPT (e.g. POS, BACS etc)
SICO (sales invoice)	DEPT REFERENCE	LEVELS 2 & 3 CODES
SICOC (sales credit note)	DEPT REFERENCE	LEVELS 2 & 3 CODES
JE/JESS (journal entry)	CREATOR OF THE JOURNAL (as appears on source document)	DEPARTMENT NAME (e.g. Chemistry, English)
PI (purchase invoice)	SUPPLIER'S INVOICE NUMBER (as appears on actual invoice)	ORDER NUMBER
PIC (purchase invoice credit)	SUPPLIER'S CREDIT NOTE NUMBER	INVOICE NO BEING CREDITED
PIS (purchase invoice staff)	DESCRIPTION OF PAYMENT (brief description to appear on remittance)	SURNAME FORENAME OF PAYEE
PIVO (vat only purchase invoice)	SUPPLIER'S INVOICE NUMBER	
JSAL (salaries journal)	PAYROLL TYPE (e.g. weekly/monthly)	PAY WEEK/MONTH (month or week number)

ACCR	ACCRUAL JOURNAL
ACCRVS	ACCRUAL REVERSAL SPREADSHEET
ACCRYE	ACCRUAL REVERSAL START YR 97/98
ACCSS	ACCRUAL BY SPREADSHEET
ADJ	Y/E ADJUST JOURNAL
ADJSS	Y/E ADJUSTMENT BY SPREADSHEET
CANCHQ	CANCELLED CHEQUE
CT	CASH/CHQ TRANSACTION
DDPI	DIRECT DEBIT PURCHASE INVOICE
EDI	EDI (BACS payment document)
ITS	ITS INTERFACED VOUCHERS
JBT	JOURNAL BANK TRANSACTION
JBTSS	BANK JOURNAL BY SPREADSHEET
JCORTAX	TAX CORRECTION JOURNAL
JE	JOURNAL ENTRY
JEPC	JOURNAL ENTRY PURCHASING CARDS
JESS	JOURNAL ENTRY BY SPREADSHEET
JSAL	SALARIES JOURNAL
MCP	MANUAL CHEQUE PAYMENT
MIRROR	MIRROR (cancelling document)
PAYCHQ	PAYMENT PROCESS CHEQUES
PI	PURCHASE INVOICE
PIC	PURCHASE INV CREDIT
PID	PURCHASE LEDGER DEBIT NOTE
PIDVO	VAT ONLY DEBIT NOTE
PIJE	PUCH LEDGER JOURNAL
PIS	PURCHASE INVOICE SPECIAL
PIVC	PURCHASE CREDIT VAT ONLY
PIVO	PURCHASE INVOICE VAT ONLY
SIAA	SALES INV AUTO ACCOMMODATION (STUDENTS)
SIAAC	SALES CREDIT AUTO ACCOMMODATIO (STUDENTS)
SIAFT	SALES INV AUTO TUITION FEES (STUDENTS)
SIAFTC	SALES CREDIT AUTO TUITION FEES (STUDENTS)
SIAFTSP	SALES INV AUTO SPONSOR TUITION (STUDENTS)
SIAFTSPC	SALES CREDIT AUTO SPONS TUITION (STUDENTS)
SICO	SALES INVOICE COMMERCIAL
SICOC	SALES CREDIT COMMERCIAL
SIJE	SALES LEDGER JOURNAL
SLR	SALES LEDGER REFUND

Glossary of CODA Terminology:

Account code	all elements of ledger code (e.g. 1000.620.000) when using this as a criteria in browse details, you must enter a dot between the codes
Authorising user	not used
Bank code	not used
Batch	system generated number (stated on print-outs)
Company	**always UOD**
Company group	not necessary (exclude from criteria)
Comments	additional comments added on to a transaction - seldom used
Debit/Credit	whether amount is debit or credit
Desc	description of transaction
Destination code	not necessary (for intercompany use)
Doc code	type of document the transaction was input by
Doc currency	always GBP
Doc date	actual document date (e.g. purchase invoice date, journal transfer date etc)
Doc Line No	number of a line within a document
Doc num	system generated number
Doc value	not used (multiple currency related)
Dual value	not used (multiple currency related)
Due date	date which a purchase/sales invoice is due to be paid
Element 1 code	first element of a ledger code
Element 1 group	for finance use only
Element 2, 3 etc code	second, third etc element of a ledger code
Element 2, 3 etc group	for finance use only
External ref 1	see sheet explaining External References
External ref 2	see sheet explaining External References
External ref 3	see sheet explaining External References
Home Value	total value of a document/transaction
Input date	date transaction entered into CODA
Line type	whether line is summary, analysis or tax type (for Finance Office use)
Matching date	date transactions paid and matched (eg sales invoice matched against a receipt)
Matching ref	not used
Media code	not used
Pay number	system generated number during payment process
Pay status	whether a document is paid, available (for payment), held or not matchable (closed)
Rec status	whether reconciled (eg bank accounts/statements)
Status	whether document is in the Intray or posted to Books
User Code	code of the user who last posted the document
User status	not used
User refs 1, 2 & 3	Show payment date, cheque/EDI number when displayed against purchase invoices
Val date	not used (multiple currency related)
Xref	the customer/supplier code relating to a particular transaction (only for invoices)
Xref shortname	customer/supplier shortname as above
Year_Period	entered as 2001/7 etc